



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
COUNCIL OF THE DISTRICT OF COLUMBIA**

**POSITION VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NO: <b>CDC- 24 - 1126</b>	POSITION TITLE: <b>Legislative Counsel</b>
OPENING DATE: <b>November 26, 2024</b>	CLOSING DATE: <b>Open until filled</b>
SALARY RANGE: <b>\$85,000 - \$105,000</b>	TOUR OF DUTY: <b>Monday-Friday: 9am-5:30pm Weekend and Evening availability required</b>
NO. OF VACANCIES: <b>One (1)</b>	OFFICE: <b>Councilmember Kenyan McDuffie</b>
TYPE OF APPOINTMENT: <b>Full-Time Excepted Service</b>	DURATION OF APPOINTMENT: <b>At-Will</b>
AREA OF CONSIDERATION: <b>Open to the Public</b>	LOCATION: <b>John A. Wilson Building 1350 Pennsylvania Avenue, NW Washington, DC 20004</b>

This position is **NOT** in a collective bargaining unit.

**POSITION OVERVIEW:**

The Legislative Counsel serves as a staff member for the Councilmember, providing direct support and guidance to the legislative team. This role will cover issues as assigned on and off the Committee on Business and Economic Development. Responsibilities for this position include drafting, monitoring, and analyzing legislation; preparing legislative or legal memoranda on the interpretation of legislation; reviewing proposed contracts and reprogramming; meeting with stakeholders, responding to constituent requests; providing guidance to other staff, exercising oversight over executive agencies and boards; and managing the annual performance and budget processes for agencies within their portfolio.

## **DUTIES AND RESPONSIBILITIES:**

- Serves as the legislative and legal counsel to the Councilmember on programs, functions, and activities related to the departments, agencies, offices, and issue areas assigned to the Legislative Counsel.
- Drafts legislation, amendments, committee reports, hearing questions, opening statements, correspondence, and discussion points for legislative and committee meetings.
- Consults and collaborates with Executive Branch officials, other Council offices, citizen and business stakeholders, and advocacy groups on proposed or pending legislation.
- Analyzes and reviews proposed operating and capital budgets, as well as other financial information related to assigned departments, agencies, offices, or programs.
- Responds to oral and written inquiries from the general public, business leaders, and advocacy groups.
- Occasional weekend and evening availability is required.

## **SKILLS AND COMPETENCIES REQUIRED:**

- Adaptability – Demonstrates the ability to adapt quickly to changing conditions or performance expectations. Maintains productivity while performing multiple assignments. Effectively evaluates and uses new ideas to enhance results.
- Accountability – Accepts accountability for achieving results and takes responsibility for outcomes. Identifies ways to enhance individual and group performance to make greater contributions to the Council. Takes a proactive approach, anticipating and addressing issues before they arise.
- Communications – Communicates with individuals and groups effectively and professionally (verbally and in writing). Makes clear and convincing oral presentations. Listens effectively and clarifies information as needed. Writes in a clear, concise, organized, and convincing manner for the intended audience.
- Judgment – Analyzes information and makes correct inferences or draws accurate conclusions. Considers possible implications and alternatives when making decisions and other perspectives before making a decision.
- Organizing Work – Approaches work in a methodical manner. Keeps track of details to ensure work is performed accurately and completed on time. Allocates time and resources effectively and coordinates efforts with all affected parties.
- Research – Uses the appropriate assumptions, methods, and analytical approaches to obtain requested information. Demonstrates the ability to analyze collected information and provide recommendations on how the information should be used, shared, and documented.
- Teamwork – Collaborates effectively with team members by performing cross-functional duties as needed, including attending community meetings, providing constituent services, and completing other assigned tasks.

## **QUALIFICATIONS:**

J.D. required. Applicants must be members of good standing with a state bar.

## HOW TO APPLY:

All packages must include:

- Cover Letter
- Resume
- Please include “Legislative Counsel” in the subject line.

**Please submit application package materials to Derron Parks, Chief of Staff, at [dparks@dcouncil.gov](mailto:dparks@dcouncil.gov).**

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### **DOMICILE REQUIREMENT:**

An appointee to the Excepted Service is required to be domiciled in the District of Columbia at the time of his or her appointment or become a domiciliary of the District of Columbia within 180 days of appointment and shall maintain such domicile during the period of appointment. (D.C. Official Code §§ 1-609.06(a) and 1-610.59; and 6 DCMR B 305.)

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### **SALARY AND BENEFITS:**

The Council of the District of Columbia offers a compensation package that includes a competitive salary; medical, dental, and vision coverage; long- and short-term disability program; a 457(b) program with a 3 percent employer match and a 5 percent entirely-employer funded contribution; 13 to 26 days of annual leave, based on years of employment; 13 days of sick leave; 8 weeks of paid family leave; 11 paid holidays and subsidized public transportation.

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### **DRUG-FREE WORKPLACE:**

Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

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### **EEO Statement:**

The District of Columbia government is an equal opportunity employer.

Equal Opportunity Employer: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

Notice of Non-Discrimination: In accordance with D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

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